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*** * * G L O S S A R Y * * ***

A

APF**Appropriated funds****APF Direct Costs**

Direct costs are those costs clearly identified to a product or output and are totally related to the output, such as hands-on labor or material used in a product. First-line supervision over a function in sole support of a specific output is considered a direct cost. Similarly, second-line supervision may also be considered a direct cost if solely in support of a specific output. Second-line supervision and activities above second line that do not provide direct benefits to a specific output are considered indirect costs. Costs related to headquarters, regional offices, or support activities are not considered direct costs.

APF Employees

Civilian personnel hired by DoD Components with APFs as defined in Federal Pay Manual (FPM), Chapter 731. This includes temporary employees, 18 years or older.

**APF General and
Administrative
(G&A) Expenses**

G&A expenses are overhead costs that cannot be reasonably associated with any particular outputs and are located over all of the outputs. G&A costs generally include functions such as local comptroller, installation security, facilities engineering, legal services, fire protection, utilities, custodial services, refuse collection, snow removal, and similar types of base support functions.

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APF Indirect Costs	Indirect costs are those mission costs that benefit two or more outputs but not all outputs. Costs that benefit all outputs are general and administrative expenses.
Accreditation	Nationally recognized credential developed by the National Association for the Education of Young Children, Academy of Early Childhood Programs.

C

Caregiver	Civilian employee of the Department of Defense who provides direct care for children and has responsibility for planning or assisting in planning and/or carrying out a program which meets the children's needs at the various stages of development and growth. These employees are counted in the staff:child ratios.
Caregiving Personnel	Child Development Program civilian employees who are directly involved with the care and supervision of children and are counted in the staff:child ratios.
Child Care Fee Receipts	Those nonappropriated funds that are derived from fees paid for child care services provided at military child development centers. Also referred to as user or parent fees.

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C

Child Development
Center (CDC)

A facility on a military installation (or on property under the jurisdiction of the commander of a military installation) at which child care services are provided for eligible patrons, or any other facility at which such child care services are provided.

Child Development
Center (CDC) Director

The CDC Director (i.e., site supervisor, assistant director, facility manager, CDC coordinator, or program director) administers the day-to-day operations of a child care facility which includes collecting fees, managing the facility, food preparation and serving, personnel, implement children's developmental program and staff training.

Child Development
Program (CDP)

Child care services for children through age 12 years of DoD personnel provided in child development facilities, to include contract locations, family child care homes, and alternative locations. Care may be provided on a full-day, part-day, or hourly basis. Care is designed to protect the health and safety of children; to promote their physical, social, emotional, and cognitive development; and to enhance children's readiness for later school experience.

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C

Child Development
Program (CDP)
Administrator

The CDP Administrator manages the complete CDP, which can include any or all of the following different programs: CDC-based child care, family child care, before and after school care, child care resource and referral. This person manages nonappropriated and appropriated fund budgets, facilities, procurement of supplies, food programs, personnel, curriculum, and training.

Child Development
Center (CDC) Employee

A civilian employed to work in a CDC (regardless of whether the employee is paid from APFs or nonappropriated funds).

Child-Sized Furniture

Child's feet rest on floor when seated in chair, table height is comfortable with knees under table, elbows above table.

D

Department of Defense
(DoD) Certificate to
Operate

A certificate issued every 15 months to each DoD CDP after the program has been inspected by a representative(s) of the higher headquarters or a major command child development specialist, and found to be in compliance with DoD standards.

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D

DoD Child Abuse and
Safety Hot Line

Continental United States and Outside Continental United States 1-800 numbers that reach the Office of the Assistant Secretary of Defense (Personnel and Readiness) to report suspected child abuse or safety violations in DoD child development and youth programs.

DoD CDP Employee
Wage Plan

The NAF wage plan implemented in response to the Military Child Care Act, which uses a NAF pay banding system to provide direct service personnel with rates of pay substantially equivalent to other employees at the installation with similar training, seniority, and experience. Pay increases and promotions are tied to completion of training. Completion of training is a condition of employment. This wage plan does not apply to CDPs constructed and operated by contractors under 10 U.S.C. 2809.

Dependent Child

Includes adopted children or recognized natural children, stepchildren and foster children who live with the military service member or civilian employee in a regular parent-child relationship. Dependent children requiring child care services program support are defined as those who range in age from 6 weeks to 12 years of age.

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D

Developmental Program

A planned program of developmentally appropriate activities which promote the social, emotional, physical and intellectual development of children in each age group of CDC-based or Family Child Care setting that shall be provided in full-day, part-day and hourly programs. Activities shall include child-initiated as well as adult-directed activities.

E

Environment

Use of space, materials, furnishings and experiences to enhance children's development. Includes daily schedule and supervision provided.

F

Facility

All or any portion of a building on a military installation (or on property under jurisdiction of the commanding officer) where primary purpose is to provide child care for active duty personnel and DoD civilians.

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F

Family Care Plan	A Navy form that outlines the person(s) who shall provide care for the military member's children, disabled, elderly, and/or other family member(s) dependent upon the member for financial, medical, or logistical support in the absence of the member due to military duty. The plan outlines the legal, medical, logistical, educational, monetary, and religious arrangements for the care of the member's family, in accordance with OPNAVINST 1740.4.
Family Child Care (FCC)	Care provided for up to six children (including own children under the age of eight) by a FCC certified military dependent in quarters either owned or leased by the government. FCC providers are permitted and authorized to serve dependents of DoD civilian employees of the installation when determined beneficial by the local command.
Family Child Care Application	Form used to request approval from the commanding officer for providing child care in an individual's government quarters.
Family Child Care Coordinator	Individual responsible for administering the FCC program, screening providers and visiting homes for the purposes of training and quality assurance. In large programs, a coordinator should have responsibility for program administration and supervision of monitors.
Family Child Care Monitor	In large programs the monitor provides direct support to the providers through home visits and on-site training.

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F

Family Child Care
Provider

Individual who provides child care in his or her Navy quarters for 10 hours or more on a regular basis with the approval and certification of the commanding officer and has the responsibility for planning and carrying out a program that meets the children's needs at the various stages of development.

Full-Day Care

This care meets the needs of parents working outside the home who require child care services 5 hours or more per day on a regular basis, usually at least 4 days per week.

H

Hourly Care

Care provided in a CDP that meets the needs of parents requiring short-term child care services on an intermittent basis. Hourly care includes short-term alternative child care.

I

Infants

Children 6 weeks through 12 months of age.

Interns

A college student gaining supervised practical experience in a child development setting.

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L

Life Threatening

Major deficiencies with imminent danger are those that, by themselves, threaten the safety or well-being of the children.

M

Mixed Age Group

A group of children in a CDP drawn from more than one child age group category.

N

**Nonappropriated Fund
(NAF)**

Funds not appropriated by Congress (e.g., funds generated by parent fees and charges that support payment of caregivers' salaries and benefits, supplies and food costs).

**National Academy of
Early Childhood Programs**

A division of the National Association for the Education of Young Children (NAEYC) that administers an early childhood program accreditation process designed to set the standards of excellence in early childhood education.

Newborn

A child birth through 5 weeks of age.

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S

Short-term Child Care	A child care program that provides on-site hourly group child care when a parent or guardian of the children in care are attending the same function and are in the same facility.
Sponsor	Individual whose status determines the eligibility of the child for care. This may or may not be the natural father or mother. Defined as being the individual who has legal and primary physical custody of the dependent child.
Staff-Per-Child Ratio	The number of children for whom one CDC caregiving employee or FCC provider will be responsible. Staff-per-child ratio varies according to age.
Supplemental Child Care (SCC) Programs	Child care programs and services that augment and support CDC and FCC programs to increase the availability of child care for military and DoD civilian personnel. These may include, but are not limited to, resource and referral services; contract-provided services; short-term, hourly child care at alternative locations; and interagency initiatives.
Support Staff	Person(s) responsible for providing services that are not directly related to caregiver services, such as, but not limited to, janitorial, food service, clerical and administrative duties.

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T

Toddlers	Children 25 through 36 months of age.
Total Family Income	All earned income including wages, salaries, tips, long-term disability benefits, voluntary salary deferrals, quarters allowances and subsistence allowances and in-kind quarters and subsistence received by military member and spouse. Also includes pay for service in a combat zone and anything else of value, even if not taxable, that was received for providing services. Quarters allowances and subsistence allowances mean the Basic Allowance for Quarters and the Basic Allowance for Subsistence received by military personnel (with respect to grade and status) and the value of meals and lodging furnished in-kind to military personnel residing on military bases.
Training and Curriculum Specialist	An APF employee who is a professionally-qualified early childhood educator who meets the professional qualifications of the National Academy of Early Childhood Program's Early Childhood Specialist, who provides training for employees, and FCC providers, and ensures curriculum development and implementation.

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U

Unmet Need

The number of children whose parent cannot work outside the home because child care is not available.

W

Waiting List

List of children whose parents have requested a child development program space when none is available.